

**Compensation and benefits
Nationally recruited staff in Nairobi, Kenya**

Product/service information



People and Organizational
Development

ILRI People and Organizational Development passionately manage the design and implementation of programs, policies and processes resulting in competitive and equitable rewards for all employees in line with ILRI's remuneration and benefits philosophy.

Medical benefits

The ILRI medical scheme for nationally recruited staff (NRS) in Nairobi, Kenya, is provided by Jubilee Insurance. Benefits are applicable to NRS and their authorized dependents (up to 65 years): spouse and up to four children. Cover for temporary staff is limited to the individual employee. Staff are covered within East Africa, i.e. Kenya, Uganda, Tanzania and Burundi. Ensure you have enrolled your dependents and submitted a completed application form and passport photos to enable you to access medical insurance.

Co-pay

Under the medical scheme, staff are required to pay a fee ranging from KES 200–400, depending on the hospital they visit.

Benefits

- Inpatient per family/year—KES 1 million
- Outpatient per family/year—KES 200,000
- Dental per family/year—KES 40,000
- Optical per person/year—KES 15,000
- Maternity for staff or spouse/year—KES 200,000

NB: For admissions in Kenya, ensure the NHIF card is presented to the hospital before discharge.

Maternity

Limited to staff and spouse only, this caters for normal delivery, a C-section and maternity complications. The first C-section is covered up to the full inpatient limit. Subsequent C-sections will be charged under the maternity cover. Pre- and post-natal services are covered up to the outpatient limit.

Optical

This benefit covers consultation fees, eye glasses/tests and prescription lenses. Illness-related ophthalmology is covered up to the full inpatient limit. Frames are limited to one pair every two years unless proven to be medically necessary.

Dental

This benefit covers consultation fees, fillings, x-rays, surgical extractions, anaesthetic fees, teeth scaling, minor oral surgery and periodontology. Accident-related dental and optical illnesses are covered up to the inpatient limit.

Related medical benefits

- Baby friendly/KEPI vaccines (up to the full outpatient limit)
- Psychiatry treatment (up to the 20% of outpatient limit)
- Congenital and pre-term conditions (up to KES 250,000)
- Pre-existing, chronic illnesses, HIV/AIDS (covered up to full inpatient/outpatient limits)
- Annual medical check-up (staff and spouse)—(up to KES 15,000 per year.
- Hearing aids covered up to KES 250,000

Group excess of loss

Reimbursement of expenses incurred after a staff member has exhausted his/her inpatient cover—up to KES 1 million per person/year.

Catastrophic insurance fund

This fund caters for medical costs in excess of staff limits and for those cases not covered by the medical insurance scheme.

Emergency road and air evacuation

This benefit is covered by the policy up to the inpatient limit

Documents required for registration:

- Completed Jubilee application form and a colour passport size photo for all insured members.
- **Spouse:** A copy of marriage or Kadhi certificate and for customary marriages, a letter from the government administrator.
- **Children up to 18 years:** Birth certificate/legal adoption papers.
- **Children (19–25 years):** Proof of school/college attendance (confirmation letter from school/college).

Pension scheme

ILRI contributes 12.5% of basic salary for employees with regular and fixed-term contracts. These funds are invested with Generali Worldwide and managed by Cigna.

Group life and group personal accident/ WIBA insurance scheme

Group Life Insurance, managed by Jubilee Insurance, is applicable to NRS and authorized dependents (cover for temporary staff is limited to employees). The scope of the cover is worldwide and 24/7 with a free limit up to KES 17 million.

Death benefit

- Three years gross salary is paid if an employee dies due to illness or natural causes.
- Eight years gross salary shall be paid if an employee dies due to a work-related accident or disease.

Requirements: A completed claim form; death certificate; and burial permit.

Permanent and total disability

Eight years gross salary shall be paid in cases of permanent total or partial disablement, or death.

Requirements: A completed claim form; original medical receipts; X-ray receipts; copy of ID/passport and sick sheets.

Critical illness

This benefit is 30% of the death benefit (illness/natural causes) up to a maximum of KES 5 million upon diagnosis of a critical illness.

Requirements: A completed claim form and original medical receipts

Other expenses

A capital sum of KES 250,000 is paid upon the death of an employee and KES 150,000 upon the death of an authorized dependent (spouse and children) within 48 hours of notification (to cover funeral expenses.)

Requirements: A completed claim form; death certificate; and burial permit.

Accident medical

A capital sum not exceeding KES 500,000 is paid in settlement of the cost of medical, surgical or other treatment arising from accident-related injuries.

Leave benefits

- **Annual leave:** 2.5 days a month. Up to 20 days carried over to the new year.
- **Maternity leave:** 90 days. The birth certificate should be submitted to register the baby in the insurance scheme.
- **Paternity leave:** 10 working days.
- **Sick leave:** 30 working days per year. A maximum of 180 continuous sick leave

days can be accumulated for use as long-term disability benefit.

- **Study leave:** Five working days a year.
- **Family leave:** Five working days a year to get married or attend to a serious illness/death of a family member: parent, parent-in-law, sibling, authorized dependents and spouse.

Other benefits

Crèche

ILRI offers a staff crèche facility for day care and nursing needs. It comprises play, sleep and resting areas. Children left at the crèche facility should be accompanied by their nannies on the guidance and direction of their parents who are ILRI or associated staff.

Milk expressing room

Located in the basement of the directorate, this room—with a lounge and a refrigerator—allows breastfeeding mothers to express and store milk.

Sport and recreation

Available facilities include:

- **State-of-the-art gymnasium.**
- **Heated swimming pool.**
- Tennis, squash and soccer courts.
- **Cafeteria** provides meals at reasonable prices to staff.
- **Enkare club** offers drinks, snacks and a satellite TV.

Transport

ILRI offers staff transport services in the morning and evening to and from designated residential areas in Nairobi.

Gifts: Cash vouchers

- **USD 150:** For marriage and after birth of child (up to four children). Marriage and birth certificates should be submitted for payment under the insurance scheme.
- **USD 100:** Farewell party for staff who have served for more than three years.

Mandatory documents upon employment

The following documents **MUST** be submitted to People and Organizational Development before commencing employment with ILRI:

- Copies of NHIF, NSSF, PIN and national ID cards
- HELB clearance certificate/payment schedule
 - A signed copy of marriage certificate/affidavit (if applicable)
 - A copy of spouse's ID card (if applicable)
 - Passport pictures for medical card(s) (for up to four dependents)
 - Birth certificates of children (if applicable)



Patron: Professor Peter C Doherty AC, FAA, FRS

Animal scientist, Nobel Prize Laureate for Physiology or Medicine—1996

Box 30709, Nairobi 00100 Kenya
Phone +254 20 422 3000
Fax +254 20 422 3001
Email ilri-kenya@cgiar.org

ilri.org
better lives through livestock

ILRI is a CGIAR research centre

Box 5689, Addis Ababa, Ethiopia
Phone +251 11 617 2000
Fax +251 11 667 6923
Email ilri-ethiopia@cgiar.org

ILRI has offices in East Africa • South Asia • Southeast and East Asia • Southern Africa • West Africa



This brochure is licensed for use under the Creative Commons Attribution 4.0 International Licence

September 2016